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Faculty Senate

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EASTERN ILLINOIS UNIVERSITY
FACULTY SENATE
Proceedings of October 12, 1970

MEMBERS PRESENT: Funk, Smith, Green, Palmer, Barford, Gover, Kluge, Lenihan, Downs, Elliott, Read, Whitlow, Lahey, Tingley, Whalin.

MEMBERS ABSENT: None.

Student Observers Present: Brown, Midkiff
Student Observers Absent: Groves

Mr. Funk protested that he was a member of the Zoology Department and that he had consulted members of that department and not those of the Botany Department as reported in the Proceedings of October 5. The Secretary apologizes for this egregious blunder. With the above correction, the minutes of the last meeting were approved.

COMMUNICATIONS:

- A. Minutes of the Student Senate meetings of September 17, 1970 and September 24, 1970.
- B. Minutes of the Council of Instructional Officers for meeting of September 17, 1970.

David Maurer was present to discuss several Council of Faculties matters with the Senate.

He first discussed twelve proposed changes in the Constitution of the Council of Faculties. The proposed changes and the Constitution with the proposed amendments included are appended to the Proceedings.

His report is also attached to the Proceedings.

He emphasized in Item #1 of the report that the faculty ratification of the proposed Council of Faculties Constitution revision requires a majority of the total faculty votes cast on all campuses. He urged that we strive for a large voter turnout for this election. Eastern's small voter turnout for the referendum on the original document although due to circumstances beyond our control made a poor impression.

In Item #2, he stated that the Board of Governors did approve the awarding of honorary degrees but with a change from the original proposal so that now the recipients of honorary degrees are to be nominated by appropriate faculty bodies rather than by Presidents.

In Item #3, Mr. Maurer presented drafts for Items 3b, Policy on Selection, Retention, and Recall of Dept. Heads, and 3c, Policy on Faculty Participation in University Governance. Copies of these drafts are attached.

Mr. Kluge moved, and Mr. Smith seconded that Mr. Maurer inquire of the Council of Faculties about the relevance of "senior status" in the Draft on Selection Policy for Department Heads, Item 3b. It was felt by several members that secret ballots and

consultations were incompatible. The motion passed with 12 for, none against, and 2 abstentions.

In the discussion of the Draft on Policy on University Governance, it was felt that the judgment of the Department Chairman and the judgment of the Departmental Committee should be transmitted independently and not both through the Department Chairman. It was the consensus that the Senate would prefer the second sentence in the second paragraph of the Draft to be changed to read, "When a department reaches a decision with regard to any faculty affair, the judgment of the Department Chairman or Head shall be presented to the university faculty personnel committee, and the collected judgment of all appropriate departmental (or unit) committees shall be presented to the university faculty personnel committee."

A question was raised as to why the faculty personnel committee was designated to review recommendations on faculty matters rather than the Faculty Senate. Mr. Maurer stated that one reason was that in some institutions there are no Faculty Senates but rather University Senates which include students and administrators as well as faculty members, and it was felt that a faculty group should be involved in faculty matters.

An inquiry was made about the reason for making no provision for student participation in University governance. Mr. Maurer said the Council of Faculties felt that their concern was in formulating faculty policies, and that the students would probably prefer to formulate their own policies.

Mr. Gover moved, and Mr. Downs seconded a motion to request that the By-Laws and Governing Policies of the Board of Governors of State Colleges and Universities of Illinois be distributed by the administration to the entire faculty through the campus mail. The motion was approved unanimously.

In Item #4 of his report, Mr. Maurer requested the Faculty Senate to publish the resolution of the Board of Governors concerning the Policy on Delegation of Certain Authority to the Presidents. This is to fulfill a request of the Council of Faculties that the resolution be published on each campus.

Miss Read moved, and Mr. Palmer seconded a motion that the Faculty Senate publish the resolution. The motion carried with 10 for and 4 against. A copy of the resolution is attached to the Proceedings.

Mr. Maxon appeared to present a policy on grade appeal procedures in the Student Bill of Rights. After some discussion, the principles involved were accepted and he agreed to return to the next meeting to present a complete statement for action by the Faculty Senate.

REPORTS:

Mr. Kluge reported that in the run-off election held on October 6, 1970 to elect five members of the teaching faculty to the Presidential Search Committee a total of 352 of a possible 542 votes was cast. The order in which the ten candidates finished is given below. The first five are the ones elected: Max Ferguson, P. Scott Smith, Catherine Smith, William Keppler, Lynn Trank; Roger Whitlow, M. Thomas Woodall, Eugene Carey, Marian Stromquist Shuff, Thomas Lahey.

Mr. Kluge would like to hold the election for the Council of Faculties representative at the same time as the voting on amendments to the Council of Faculties Constitution.

Mr. Tingley reported that he had received a memorandum from Mr. Pfeiffer certifying that Mrs. Beverly Sterling and Mr. Robert Dudley had been selected as the Civil Service representatives on the Presidential Search Committee.

Mr. Tingley reported that the University Presidential Search Committee would hold its first joint meeting with the Board of Governors Presidential Search Committee on October 29 at noon in the Walnut Room of the University Union.

Mr. Tingley made the following appointments of subcommittees to deal with personnel matters:

Committee on Department Heads

Edwin Whalin, Chairman
Richard Funk
Robert Barford

Committee on New Appointments

Pat Lenihan, Chairman
Mary Jo Read
Roger Whitlow

Committee on Promotions, Salaries, Tenure, and Dismissal

Tim Gover, Chairman
Francis Palmer
Calvin Smith

Mr. Lenihan moved approval of the appointments. He was seconded by Mr. Funk. The motion carried with 12 for, 1 against, and 1 abstention.

The meeting adjourned at 1:50 p.m. The next scheduled meeting of the Faculty Senate will be on Monday, October 19, 1970, in the Heritage Room of the University Union.

A G E N D A

1. Selection of President
2. Personnel Matters
3. Grievance Committee
4. Relationship of Senate to Council of Faculties
5. Competitive Recruitment
6. Library Budget
7. Evaluation of Council of Faculties
8. Voting Status of Faculty Assistants
9. Travel Expenses
10. Faculty Salary Equalization

Edwin Whalin
Secretary

Council of Faculties Constitution Amendments

The following changes in the approved Constitution are proposed by the Council of Faculties.

- 1- The Council itself will make the committee assignments for its members rather than the institutional faculty bodies (B-1).
- 2- Department and division heads and chairmen will be allowed to vote for the representatives to the Council. However, they still will not be eligible to serve as representatives to the Council (B-2 and B-3).
- 3- Language has been added to provide that the Council itself shall finally determine the answers to any questions of membership eligibility (B-3).
- 4- Some first year provisions on election procedures are no longer needed and are thus removed (B-4 and B-5).
- 5- Provision is made for the inclusion of Governors State University representatives beginning with the 1971-72 school year (B-5).
- 6- Monthly meetings during the academic year are set for the first Monday whenever possible (B-7).
- 7- Governors State University is placed in the rotation order for the chairmanship (C-1).
- 8- The secretary is to be selected from the same institution as the chairman rather than from the next institution in rotation (C-1).
- 9- The chairman and secretary now being from the same institution, are both to be provided secretarial service by that institution rather than just the chairman (C-3).
- 10- A permanent Salary Committee is established and the areas relating to the subject are removed from aegis of the Professional Relations Committee (C-4).
- 11- Committee selection procedures are modified as follows:
 - A. Committee chairmen are to be selected by the Council rather than the Committees.
 - B. Both the chairman and the secretary (from the same institution) are ineligible for committee chairmanships.
 - C. Language providing that each institution will have at least one member on each committee is modified by the statement, "as far as possible."
- 12- Presently, the Constitution provides for the payment for expenses at Board meetings of chairmen by the respective institutions. It also provides that cost of meeting rooms other than on campus are to be paid by the Board. Additional proposed language provides the Council members are to be reimbursed by their respective institutions for Council meeting attendance and other Council business.

Approved by the Council of Faculties, 5/4/70.

Insertions are underlined. (Headings are underlined in the original)
Deletions are bracketed.

Proposed Revision of the
Constitution
of the
COUNCIL OF FACULTIES

A. Purpose.

The objectives of a Council of Faculties are the following:

- 1- To create a representative faculty organization which will reflect the faculty's views, will transmit these views to the Board of Governors, and will work toward a joint, shared effort of the faculties, the several administrations and the Board of Governors to achieve excellence in their inter-relationships and institutions.
- 2- To establish a representative faculty body, a Council of Faculties, which will be concerned with matters applicable to all the colleges and universities under the jurisdiction of the Board of Governors of State Colleges and Universities rather than to those matters which are unique to individual institutions.
- 3- To provide a means whereby the consideration of various policies, procedures and programs may be undertaken and recommendations made concerning them to the Board of Governors.
- 4- To function as an independent Council but reporting regularly to and consulting with each institutional Senate through the Council's institutional representatives.

B. Membership on the Council of Faculties

1- Number of Representatives

The faculty of each institution will nominate and elect from its membership a total of three representatives and three alternates to the Council of Faculties, designating the separate committee assignment for each representative /./ as specified by the Council of Faculties.

2- Eligibility to Vote for Representatives

Staff members eligible to vote shall include the full-time members of the academic staff except for President, Vice-President, Provost, Dean, Associate or Assistant Dean, Director, Registrar, Business Manager, Executive Assistant. /Department Chairman or Head, Division Chairman or Head./

3- Eligibility to Serve as a Representative

/To be eligible for election as a representative to the Council of Faculties, members of the staff as defined in B.2, above, shall have served the institution they are to represent in a full-time capacity for a minimum of two consecutive years./ Staff members eligible to serve as representatives to the Council of Faculties shall include the full-time members of the academic staff except for President, Vice-President, Provost, Dean, Associate or Assistant Dean, Director, Registrar, Business Manager, Executive Assistant, Department Chairman or Head, Division Chairman or Head. Eligible staff members shall have served the institution they are to represent in a full-time capacity for a minimum of two conse-

cutiye years.* Whenever the question of eligibility to serve as representatives is raised, the Council of Faculties shall make the final decision.

4- Elections

Representatives shall be elected at each institution in a manner to be determined by its faculty. Each institution shall conduct elections by May 1, with results certified on or before May 15, and representatives taking office on September 1. [*]

5- Terms of Office

Representatives shall serve three-year terms, except that in the first election conducted at each institution one member shall serve a one-year term, one a two-year term, and one a three-year term.

Thereafter, each campus shall elect one representative and one alternate each year to serve a three-year term. [*]

* Except for Governors' State University which will not be bound to the provision for a "minimum of two consecutive years" in its first three years of operation. Beginning in the school year 1971-72, the eligible faculty shall elect three eligible representatives for one year terms.

In the 1972 spring election one person shall be elected for a three year term, one person for two years, and one person for one year.

[*Except for the first year, when elections will be held after approval of this document.]

*The first election shall be for the following terms, by institution, for each Committee:

General Policy

CSC - 3 yr.
EIU - 2 yr.
NISC - 1 yr.
WIU - 3 yr.

Finance

EIU - 3 yr.
WIU - 2 yr.
CSC - 1 yr.
NISC - 2 yr.

Professional Relations

NISC - 3 yr.
CSC - 2 yr.
EIU - 1 yr.
WIU - 1 yr.

6- Substitute Members

In the event that an elected representative and alternate will be absent for one academic term or longer, the faculty of the institution may provide a replacement during absence in the same manner as other representatives are initially elected.

7- Meetings

The Council of Faculties shall meet monthly on the first Monday during the academic year / . / whenever possible.

8- Voting

A quorum shall consist of a majority of the membership. Action shall require the approval of a majority of those present and voting, unless otherwise indicated by Robert's Rules of Order. Voting by proxy shall not be permitted.

C. Organization of the Council

1- Officers

The Council shall annually elect a Chairman from its membership to be elected from representatives of one institution, on the following rotation:

Western Illinois University

Northeastern Illinois State College

Eastern Illinois University

Chicago State College

Governor's State University

/The Council shall annually elect a Vice-Chairman and a Secretary from the institution next in rotation. / The Council shall annually

elect a Vice-Chairman from the institution next in rotation and a Secretary from the same school as the Chairman.

2- Duties

- (1) The Chairman shall preside at meetings of the Council and be responsible for the supervision and execution of its business. He shall be responsible for communications to the Council, to the Council of Presidents, to the Executive Officer of the Board of Governors of State Colleges and Universities, and to the Board of Governors. He shall have authority to call special meetings of the Council.
- (2) The Vice-Chairman shall perform the duties of the Chairman when he is unable to do so, and such other duties as may be assigned him by the Chairman or the Council.
- (3) The Secretary shall keep the minutes and records of the Council, and transmit them to the Council of Faculties, the Chairmen of the Senates, the Council of Presidents and the Executive Officer of the Board for transmittal to its members.

3- Time of Election

The election of officers shall be held at the first convened session of the Council following the election of its membership.

Election Procedure

Offices shall be filled, beginning with the Chairman, with nominations and then election by majority of the votes cast. The Chairman, in order to perform his duties, shall have his teaching load reduced. and shall be provided the necessary secretarial service by his

institution.] The Chairman and Secretary shall be provided the necessary secretarial service by their institution.

4- Committees

There shall be four permanent committees:

- (1) General Policy Committee
- (2) Professional Relations Committee
- (3) Finance Committee
- (4) Salary Committee

Each institution will have one member on each of the above committees, and each committee shall elect a Chairman from within its membership, except that the Chairman of the Council is ineligible for any committee chairmanship, and each institution, other than that from which the Chairman comes, is to be represented by one of the committee chairmanships.] As far as possible each institution will have one member on each of the above committees, and the Council shall determine who in each committee shall be the Chairman of the committee. The Chairman of the Council and fellow Council members from the Chairman's institution are ineligible for any committee chairmanship, and each institution, other than that from which the Chairman comes, is to be represented by one of the committee chairmanships. The Chairman of each committee, in order to perform his duties, shall have his teaching load reduced.

The committees shall make recommendations to the Council of Faculties on matters of system-wide concern including but not limited to the

4- Committees
following areas:

There shall be four permanent committees.

- (1) General Policy Committee
- (1) General Policy Committee

- (a) Any policy of the Board of Governors under consideration for enactment, revision or revocation
- (b) Criteria for Board of Governors or Board of Higher Education approval of curricula, new programs or degrees
- (c) Clarification of existing policies
- (d) Proposals for policy matters
- (e) Revision of present Board policies
- (f) Any other policy matter referred to it by the Council

(2) Professional Relations Committee

- (a) Procedures for selection, retention and promotion of academic and academic-administrative personnel
- /(b) Salaries and other benefits
- b (c) Sabbatical and other leaves
- c (d) Procedures for grievance and appeals
- d (e) Academic freedom and tenure responsibilities
- e (f) Retirement system benefits and provisions and other benefits
- f (g) Any other welfare matter referred to it by the Council

(3) Finance Committee

- (a) Budget requests and allocations, both operating and capital funds
- (b) Building funds and revenue bond programs
- (c) Legislative fiscal programs and legislation affecting the institutions
- (d) Any other finance matters referred to it by the Council

(4) Salary Committee

- (a) Salaries
- (b) Dissemination and collection of salary information on the several campuses.

The Chairman of the Council with its consent, may appoint such ad hoc committees as may from time to time seem appropriate.

D. Relationship of Council of Faculties to the Institutional Senates

The Council of Faculties is intended to represent the academic community on matters which apply to all the institutions under the Board of Governors rather than on matters which are unique to individual institutions. The institutional Senates are concerned primarily with all matters on the local institutional level and have the authority and responsibility vested in them by the respective Constitutions at each institution.

However, in order that each Senate may be fully informed of the concerns, studies and recommendations of the Council of Faculties and may respond through their institutional representatives to the Council, it is requested that each Senate provide a place on its agenda once a month for a report to the senate.

E. Relationship of the Council of Faculties to the Council of Presidents

The Council of Presidents and the Council of Faculties have been authorized by the Board to consider any policies which affect all the institutions, any areas of coordination and planning which would be mutually beneficial to the institutions and their faculties and any procedures which if commonly pursued would lead to more efficient operation.

If consideration of the enactment, revision or revocation of any policy, or a recommendation on any matter relating to faculty welfare, or any

program concerning student affairs legislation, is initiated by the Board of Governors or the Council of Faculties, the Executive Officer shall inform the Board and refer the matter to the Councils (or the other Council) for evaluation and recommendation. If there are differences in view, every effort shall be made to reach agreement before a policy, recommendation, or program is presented to the Board by the Executive Officer. If, however, a difference of views on the entire matter or on any part of it cannot be reached, each Council, represented by its Chairman or by his designee, if appropriate, will have the opportunity to present and be heard the reasons for the difference in view.

Communication between the Council of Faculties, the Council of Presidents and the Executive Officer, and the Board of Governors at the appropriate times, should be maintained, with dated, signed recommendations and reports, and with essential data.

F. Representation at Board Meetings

The Chairman of the Council of Faculties and the Chairman of each committee shall attend the regular meetings of the Board, and the Chairman of the Council of Presidents shall have the opportunity to speak on matters presented by the Council of Faculties and the Council of Presidents, or on behalf of the Council of Faculties with a request of the Executive Officer to be placed on the Agenda.

G. Expenses

Expenses of Chairmen for regular meetings shall be paid by

the respective institutions for their representatives. Cost of meeting rooms other than on campus will be paid by the Board of Governors.

Expenses of Council members for the attendance at Council meetings and other expenses in pursuit of Council business shall be paid by the respective institutions for their representatives.

H. Ratification of Proposal for Establishing a Council of Faculties

Following approval of this proposal by the Ad Hoc Committee on Faculty Representation, it will be submitted to the Board of Governors for approval and then to the faculties for ratification. The proposal shall be ratified when it receives a majority of the total votes cast by the several faculties.

I. Procedures for Amending Document Governing the Council of Faculties

1. For a period of one year following the date of ratification, this document shall be considered a provisional constitution. During such one year period amendments may be offered by either the Council of Faculties or the Board of Governors, by a majority vote approving a proposed amendment. If subsequently approved by the other body (Board or Council, as the case may be), the proposed amendment will be submitted to the faculties for ratification by a majority of the votes cast by the several faculties.
2. At the expiration of one year following the date of ratification, this document, as then amended, shall become the constitution of the Council of Faculties and shall no longer be considered provisional. Thereafter amendments may be offered by the Council of Faculties by a majority vote approving a proposed amendment.

If subsequently approved by the Board of Governors, the proposed amendment will be submitted to the faculties for ratification by a majority of the votes cast by the several faculties.

Oct. 12, 1970

Report to E.I.U. Faculty Senate

1. B. of G. approval (10/8/70) of C of F constitution revision - need for faculty ratification. Explanation of revisions.
2. B of G approval (/0/8/70) Honorary Degrees C of F change.
3. Present C of F concerns
 - a. Policy on Faculty Participation in Budget Formulation
 - b. Policy on Selection, Retention, and Recall of Dept. Heads
 - c. Policy on Faculty Participation in University Governance
 - d. Policy on Faculty Professional Activities
 - e. Policy on Appearance of off-campus speakers
4. Request that E.I.U. Senate publish Policy on Delegation of Authority

Reported by David J. Maurer
Vice-Chairman, C of F

2. The President of each institution under Board jurisdiction shall, for and on behalf of the Board, approve or disapprove all purchases which do not exceed \$5,000.00, and all change orders in construction contracts which are within the project budget.
3. In emergencies which require final action before the next regular Board meeting, the Chairman and Executive Officer of the Board and the President of each institution under Board jurisdiction may, for and on behalf of the Board, appoint or employ a major administrative or academic officer, approve any purchase in excess of \$5,000.00, and authorize any change order in construction contracts although in excess of the project budget; and such emergency matters shall not require Executive Committee approval as in the past except when the three officers listed do not unanimously agree on an action.
4. Presidents' reports to the Board shall include facts and recommendations as to those transactions described in subparagraphs a, b, c and d of paragraph 1, which are excepted from the authority conferred by this resolution. Appendices heretofore included in such reports, however, shall no longer be submitted to the Board with the report, but shall be submitted to the Board Executive Officer at least ten days before each applicable regular Board meeting for review by him or his designee. In lieu of such appendices Presidents' reports to the Board shall include summaries of personnel transactions, expenditures and change orders which have been reported in detail to the Executive Officer.
5. Appendices submitted to the Board Executive Officer shall be reviewed by him or his designee for the purpose of determining that all transactions regarding the appointment or employment of personnel, purchases and change orders are in accordance with statute, Board policies and practices, and previously approved budgets or contracts. The Executive Officer may raise questions with the President as to any transaction reported; and if there is a difference of opinion as to any transaction concerning legality or conformance with policies, practices or approved budgets or contracts, he shall bring the matter to the attention of the Board. The Executive Officer's report for each regular Board meeting shall include a statement that all transactions regarding the appointment or employment of personnel, purchases and change orders are proper, unless otherwise noted.
6. The Executive Officer shall routinely supply copies of the appendices to the Chairman of the Council of Faculties and the major committee chairmen of the Council of Faculties.

AND BE IT FURTHER RESOLVED by the Board of Governors of State Colleges and Universities, that the foregoing rules and regulations shall be exercised in accordance with the Board's "By-Laws, Governing Policies and Practices", as they now exist or as they may be amended from time to time, and that the Board expressly reserves to itself the power to act on its own initiative in all matters relating to any state college or university under its jurisdiction.

Draft 10/9/70

SELECTION POLICY FOR DEPARTMENT (OR BASIC INSTRUCTIONAL UNIT) CHAIRMEN OR HEADS

Each institution under the Board of Governors of State Colleges and Universities shall, through its Faculty Senate or a select faculty committee designated by its University Senate, formulate policies concerning the selection, retention, and recall of all department (or basic instructional unit) chairmen or heads.

Any selection policy adopted shall provide for consultation of all affected department members, but those members who have served in their departments full-time for at least two years shall be recognized as having senior status in any decision reached. Confirmation of any selection, retention, or recall of a department (or basic instructional unit) chairman or head shall be by secret ballot of all full-time department members, a majority of whom must concur in the action taken. Whenever appointment, retention or recall shall not be in accord with the above policy, there must be compelling reasons which shall be stated in writing to department members and their institutional senate (or comparable body).

The department (or basic instructional unit) chairman or head shall not have tenure in his office. His tenure as a faculty member is a matter of separate right. He shall serve for a stated term but without prejudice to re-election or reappointment by procedures set forth above.

POLICY CONCERNING FACULTY PARTICIPATION IN SELECTED AREAS OF COLLEGE
AND UNIVERSITY GOVERNANCE.

The locus of initial responsibility for faculty affairs shall be within the academic departments (or basic instructional units). Faculty affairs include faculty salary increases, appointments, reappointments, decisions not to reappoint, promotion, the granting of tenure, and dismissal.

The elected university faculty personnel committee at each institution shall establish the procedure under which all departments (or units) shall deal with faculty affairs. When a department reaches a decision with regard to any faculty affair, the department chairman or head shall present to the university faculty personnel committee both his judgment and the collected judgment of all appropriate departmental (or unit) committees. The elected faculty personnel committee will thereupon review all judgments before passing them on to the chief academic officers and the president, with the president recommending final action to the Board.

It is expected that the university faculty personnel committee, the chief academic officers, and the president will concur in departmental (or unit) recommendations in those areas of initial faculty responsibility except where there are compelling reasons to do otherwise which shall be stated in writing to the department (or unit) and the Board. These responsibilities shall be exercised within the framework of established Board policy and available funds.